



# Exempt Appointment Opportunity

THIS DEPARTMENT GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF AGING

**POSITION TITLE:** CHIEF COUNSEL

**SALARY:** EXEMPT LEVEL H  
\$9104 – 9847 PER MONTH

**FINAL FILING DATE:** Open Until Filled

The California Department of Aging (CDA) administers programs, through contracts with a broad array of local agencies, that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the State. The Department and this position are located in Sacramento, CA.

## **POSITION DESCRIPTION**

The Chief Counsel is the principal legal advisor to the CDA Director, and the divisions within CDA. The Chief Counsel represents CDA in all legal matters. As a member of the Director's executive team, the position serves in a high level administrative and policy-influencing role with significant responsibility in formulating and implementing CDA goals, policies, and business objectives. The Chief Counsel must also maintain a strong working relationship with Office of Legal Services within the California Departments of Health Care Services (DHCS) and Public Health (DPH) since CDA administers two Medi-Cal programs through interagency agreements with DHCS and Adult Day Health Care centers are licensed by DPH.

## **DUTIES AND RESPONSIBILITIES**

The Chief Counsel reports to the Director/Chief Deputy Director of the CDA. The Chief Counsel provides legal counsel to the Director and the Executive Staff on the most difficult, sensitive, and complex program issues in the Department. The Chief Counsel is responsible for ensuring that all CDA policies and procedures are consistent with federal and state laws and with the Department's mission and goals. The Chief Counsel also participates in the formation of CDA's legal positions, policies, and procedures and is regularly called upon to act on behalf of the Director or Chief Deputy Director.

CDA staff attorneys report to and are directed by the Chief Counsel, who is responsible for planning, organizing, and coordinating all phases of the Office of Legal Services work.

This position requires a Juris Doctor degree and membership in the State Bar of California.

### **DESIRABLE QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Knowledge of the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal, and local entities.
- Understanding of the Older Americans Act, Older Californians Act as well as knowledge of and experience in addressing legal issues pertaining to Medi-Cal provider statutes and regulations.
- Ability to establish and maintain cooperative, effective working relationships with representatives from all levels of government, the public, Legislature, and Executive Branch.
- Ability to plan proactively, react to adversity effectively, and organize, coordinate, and manage responding to multiple complex legal issues simultaneously.
- Ability to effectively supervise and manage the work of staff attorneys within the Office of Legal Services to assure that consistent policy interpretation and guidance are provided to programs within the Department and that work deadlines are being met.
- Ability to advise executive management on a wide range of legal issues, and formulate and execute effective strategies to solve or mitigate legal challenges.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires most of the following more specific knowledge and abilities:

- Knowledge of legal principles and their applications; legal research methods; court procedures; rules of evidence and procedure; and administrative law and the conduct of proceedings before administrative bodies.
- Functional knowledge of, and experience with, the Legislative process in California.
- Knowledge of the functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; knowledge of policies and procedures that fall within the business or operational areas relating to the

legal office; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of diverse programs to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend an effective course of action; prepare, review and present reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for this position are expected to be obtained from experience which may have been paid or volunteer, in State service, other government settings, or in private organizations.

### **SPECIAL PERSONAL CHARACTERISTICS**

- Strong communication skills: ability to speak and write clearly and persuasively and listen attentively.
- Seasoned, mature judgment; ability to be as firm or flexible as the situation requires.
- Executive presence: ability to earn the confidence and respect of others (e.g., executives, legislators, stakeholders); able to represent the organization at the highest levels.
- Self-confidence tempered by diplomacy and humility.
- Creative and innovative: applies new ways of thinking and problem solving approaches to develop policy alternatives.
- Consensus builder both internally and externally: can formulate strategic and tactical plans for bringing diverse perspectives together; can facilitate discussion and debate that leads to a defensible outcome or solution.
- Tolerant of and effective in guiding process decision making; ability to articulate and work through group processes.
- Team oriented: ability to build, foster, manage, and lead successful team efforts at all levels within the Department; nurturing management style.
- Highest ethical standards and conduct; holds self and others accountable.
- Disciplined, dependable, pragmatic, and hardworking
- Commitment to diversity.
- Personally committed to the mission and goals of CDA.

### **DESIRED BACKGROUND/EXPERIENCE**

CDA seeks a highly motivated leader committed to advancing programs and services throughout California that support older adults and adults with disabilities to live with dignity and independence. The ideal candidate will have proven experience in addressing a wide range of legal/policy issues; with demonstrated skills in conducting complex legal analyses; written and oral communications, interagency coordination, and negotiations to advance policy and case resolution.

### **STATEMENT OF QUALIFICATIONS**

In addition to submitting a resume, all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and

abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. Be as specific as possible by describing your experience that relates to the six topics stated below and include dates along with details. The Statement of Qualifications should be no more than four pages, single-spaced, and Arial 12 point type font.

- 1) Describe your leadership ability, including techniques you have used in organizing and motivating groups and/or employees, managing the work of lawyers and non-lawyers, and negotiating effectively with a variety of individuals, organizations, and state agencies. Cite at least one specific example of a challenging situation that required you to coordinate the work of lawyers and non-lawyers in order to produce a work product, providing a date and description of the underlying facts.
- 2) Discuss your experience in using negotiating skills to develop/change statutes or regulations pertaining to a significant public policy matter and the outcome of this effort.
- 3) Describe the most challenging situation you have faced as a supervisor, why you found it challenging, how you addressed the situation, the outcome of your actions, and what you learned from the experience.
- 4) Describe an oral presentation you made either (a) in an adversarial proceeding in court or before an administrative body; or (b) in the Legislature, within the last five years. Explain how you prepared for the presentation, the reaction you received, and the degree to which the impact of your presentation met your intended goals. Of particular interest are presentations where your position was inherently the weaker or more disfavored position as compared to the opposing position.
- 5) Describe your knowledge of and/or experience as in-house counsel, either within state government or in private practice, and how you view your role as in-house counsel.
- 6) Describe your experience regarding contract and employment law.

## **COMPENSATION AND BENEFITS**

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Medical, dental, and vision insurance
- Vacation and sick leave or annual leave
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal holiday per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

## **SELECTION PROCESS**

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited to the interview. The interviews will be held in Sacramento. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

## **FILING INFORMATION**

As an appointee, this position is exempt from civil service; therefore, all interested applicants must complete the on-line Governor's appointment application at **[www.gov.ca.gov](http://www.gov.ca.gov)**.

In addition, the applicant must submit to CDA the Summary of Qualifications described above, a current resume, and a list that include three professional references (names and telephone numbers). These documents should be submitted to:

California Department of Aging  
1300 National Drive, Suite 200  
Sacramento, CA 95834  
ATTN: Annette Roberts, Human Resources  
or email to: [careers@aging.ca.gov](mailto:careers@aging.ca.gov)

**Questions regarding the selection process may be directed to  
Annette Roberts at (916) 419-7527.**

**REMINDER: YOU MUST ALSO COMPLETE THE ON-LINE GOVERNOR'S APPOINTMENT  
APPLICATION, LOCATED AT: [www.gov.ca.gov](http://www.gov.ca.gov)**